




TrackOne – Technical Guidance Bulletin TTGB – 2006-09

TO: Regional Operators
Indianapolis Private Industry Council
Regional Coordinators

FROM: William R. Miller
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DATE: October 19, 2006

SUBJECT: Use of Z Codes following Conversion to TrackOne

The Indiana Department of Workforce Development procured an electronic case management system for the delivery of workforce development services effective July 1, 2006. The system was operational on July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. The system will become operational for the Wagner-Peyser and Veterans programs in 2007.

On June 30, 2006, historical data maintained in the Participant Management Information System (PMIS) was imported in to TrackOne. The purpose of this Technical Guidance Bulletin is to respond to user questions regarding the importation of Z codes from the PMIS system in to TrackOne.

Under Common Measures, the ZA (Basic Skills Achieved) codes are no longer applicable.

Under the new guidelines, to receive credit, achievement of basic skills must be documented by entering pre- and post-test scores that demonstrate a quantitative improvement in literacy and/or numeracy skills. Please see TTGB 2006-01, dated August 15, 2006, for further guidance.

As a result of this requirement, the old Z1 through Z9 line codes (math and reading grade levels at various testing intervals) have been replaced by the Test Results menu item in TrackOne. All of the Z codes in the PMIS data were converted to test results records during the data conversion process. This is why they do not appear in the Services listing.

To record math, reading and other assessment test scores, users should go to the Test Results screen and click "Add New," select the test name from the drop-down list, enter the raw score (raw scores are required as part of the WIASRD), enter the date of the test, and save the record. TrackOne will automatically sort out the testing intervals and then calculate the basic skills attainment. Please see TTGB 2006-01 for further information.

The contact person regarding this bulletin is:

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